

C.O.S.

EPA-R3-2019-004593 Task Details

Case Status: Processing Tasks **Task Status:** Submitted **Task Due Date:** 04/22/2019**Case Phase:** Processing

Requester Information

Requester	Ms. Barbara Hadley
Organization	Draper Aden Associates
Requester Has Account	No
Email Address	bhadley@daa.com
Phone Number	8042642228
Fax Number	2082648773
Address	1030 Wilmer Avenue Suite 100
City	Richmond
State/Province	VA
Zip Code/Postal Code	23227
Tracking Number	EPA-R3-2019-004593
Submitted Date	03/28/2019
Received Date	03/28/2019
Perfected Date	03/29/2019
Last Assigned Date	03/28/2019
Assigned To	Rita Tate (Region 3)
Last Assigned By	Rita Tate (Region 3)
Request Track	Simple
Fee Limit	\$25.00

Task Details

Task Type	Request Details
Task Submitted Date	03/29/2019
Task Due Date	04/22/2019
Assigned To	Donna Bostic (Hazardous Site Cleanup Division)
Last Assigned Date	03/29/2019
Last Assigned By	Amie Howell (Hazardous Site Cleanup Division)
Task Description	search records, enter admin costs, prepare final response

Request Handling

Requester Info Available to the Public?	Yes
Request Track	Simple

Fee Category	Commercial
Fee Waiver Requested	No
Fee Waiver Status	
Expedited Processing Requested	No
Expedited Processing Status	
Request Perfected	Yes
Perfected Date	03/29/2019
Acknowledgement Sent Date	
Unusual Circumstances	No
5 Day Notifications	No
Litigation	No

Description

Description We are looking for info on a site in the City of Norfolk, VA. It consists of 8 parcels, most comprising a parking lot (so most 911 addresses not available). The most prominent address is 1000 Monticello Ave. The parcels are bounded by Monticello Ave., E. VA Beach Blvd, Salter St, and E. Princess Anne Rd (see attached maps). The site has a non-NPL number (VAD980692735) that we are particularly interested in seeing.

Short Description

Description Available to the Public? Yes

Has Description Been Modified? Yes

Modified Description Conducting an environmental site assessment. looking for info on activity use limitations, environmental leans, status letters, NFA, Site Characterization report. We are looking for info on a site in the City of Norfolk, VA. It consists of 8 parcels, most comprising a parking lot (so most 911 addresses not available). The most prominent address is 1000 Monticello Ave. The parcels are bounded by Monticello Ave., E. VA Beach Blvd, Salter St, and E. Princess Anne Rd (see attached maps). The site has a non-NPL number (VAD980692735) that we are particularly interested in seeing.

Attached Supporting Files

Attachments Available to the Public	No		
Attached File Name	Size (MB)	File Type	
Norfolk ESA map mark up - Google Earth.pdf	8.3566	Adobe PDF Document	
norfolk site marked up.pdf	0.2003	Adobe PDF Document	

Norfolk

Lots bounded by Monticello, E. VA Beach Blvd., Salter St., E. Princess Anne Rd., Norfolk, VA

Legend

- Polygon Measure
- Salter St



Print Date 2/27/2019
Property Address N S E Virginia Beach Blvd
Account Number 79716010
GPIN 1437096740



Property Detail

Parent Account

Owner Name City Of Norfolk

Neighborhood 150590

Property Use Non-Taxable

Plate 0696

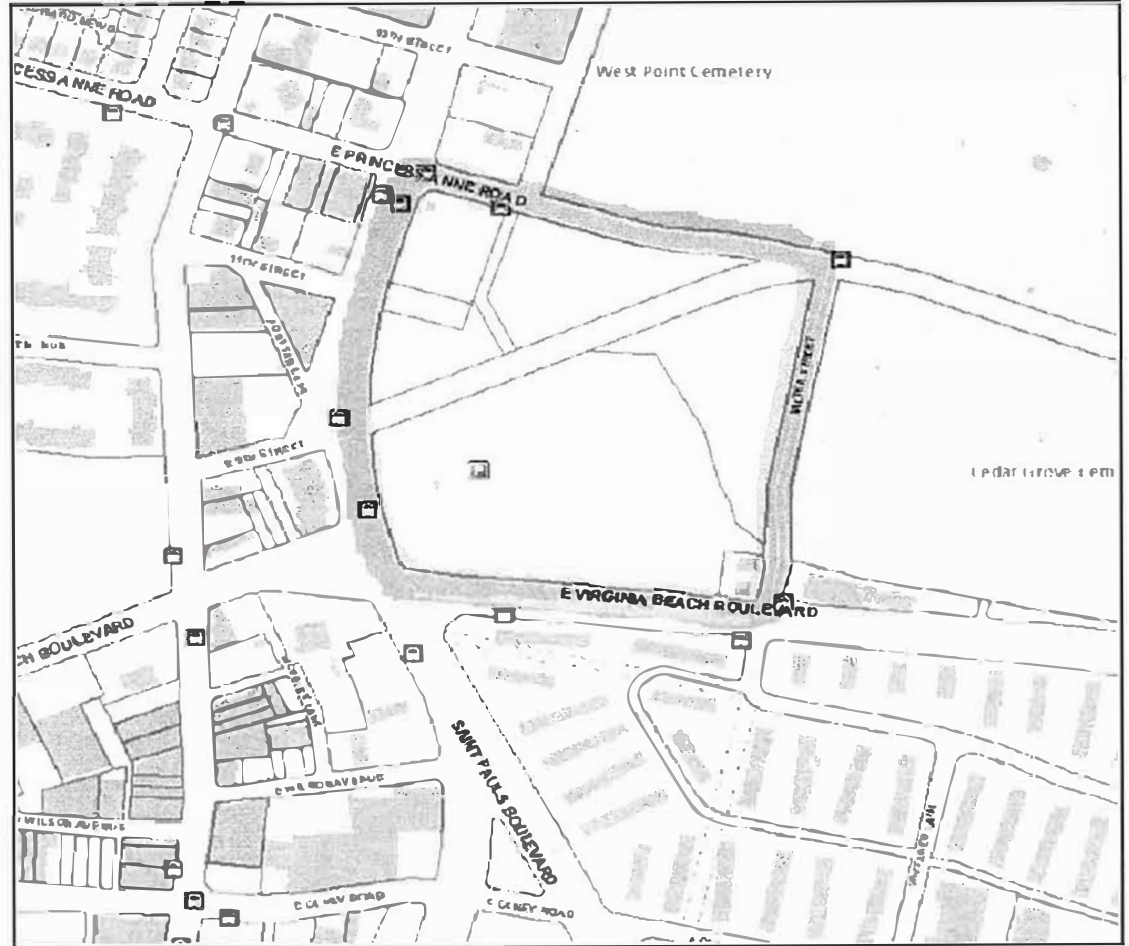
Mailing Address 810 Union St Rm 900
Norfolk VA 23510-2717

Parcel Approximate Area 283,442
(Sq Ft)

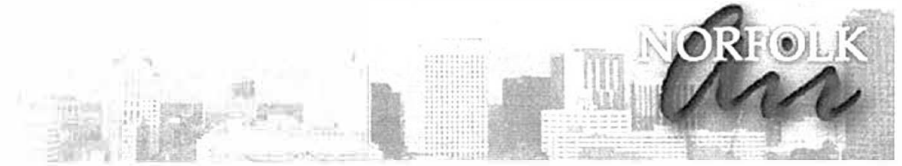
Parcel Approximate 6.5070
Acreage

House Plate Number 22

Legal Description 6.3322 Ac



Print Date 2/27/2019
Property Address N S E Virginia Beach Blvd
Account Number 79716010
GPIN 1437096740



Building Description

Year Built

Construction Quality No Info

Number of Floors

Total Building Area (Sq Ft.) 0.00

HVAC

Framing

Framing Class

Sprinkler

Paving No

Paving (Sq Ft.)

Print Date 2/27/2019
Property Address N S E Virginia Beach Blvd
Account Number 79716010
GPIN 1437096740



Photo/Sketch

No Photo Available

No Sketch Available



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION III
1650 Arch Street
Philadelphia, Pennsylvania 19103-2029**

HSCD FOIA APPROVAL CHECKLIST

EPA-R3-2019-004593

SITE NAME: Norfolk Town Gas- Norfolk, VA

Databases Searched/Records Location		Initials		Date
<input checked="" type="checkbox"/>	SEMS (Scanned Documents)	CHO	04/08/2019	Click here to enter a date.
<input type="checkbox"/>	ERNS			Click here to enter a date.
<input type="checkbox"/>	ERNS Pre-2000			Click here to enter a date.
<input type="checkbox"/>	Federal Records Center (Hardcopy)			Click here to enter a date.
<input type="checkbox"/>				Click here to enter a date.
Subject Matter Expert (SME)/Staff Person Name		Initials		Date
<input checked="" type="checkbox"/>				Click here to enter a date.
<input type="checkbox"/>				Click here to enter a date.
<input checked="" type="checkbox"/>	FOIA Office: Donna Bostic			Click here to enter a date.
<input type="checkbox"/>				Click here to enter a date.
<input checked="" type="checkbox"/>	First Line Manager: Amie Howell			Click here to enter a date.
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	Division Director: Paul Leonard			

By signature/initial above, each subject matter expert and manager signifies that to the best of their knowledge and abilities, all appropriate FOIA procedures have been followed and responsive records to this request have been determined to be releasable to the public unless they are subject to an applicable exemption and are being withheld. By signature/approval above, the Division Director certifies that all appropriate FOIA procedures have been followed by all applicable subject matters experts and managers, and responsive records to this request are releasable to the public unless they are subject to an applicable exemption and are being withheld.

FOIA COST WORKSHEET (This form must be completed and returned to the FOIA Coordinator if you worked on a FOIA)

004593

FOIA Tracking Number: EPA-R3-_____

Name	Date	Position (see list below)	Full/Part Time	Loaded/Hourly Rate (What EPA Pays you)	Time Worked on FOIA	Actual Cost
Connor O'Loughlin	04/08/2019	Professional	Full	28.00	1	\$28.00

Example: Salary Rate: \$10.00 per hour Time spent: 8 minutes Calculation: $(10.00/60) * 8 = \$1.33$

(Rev: 3/2014)

Position List

- (3) Clerical personnel: \$4.00 per quarter hour
- (2) Professional personnel: \$7.00 per quarter hour
- (1) Managerial personnel: \$10.25 per quarter hour

THIS IS AN INTERNAL DOCUMENT. DO NOT SEND TO THE FOIA REQUESTOR. IT MUST BE SIGNED AND DATED BY EPA PERSONNEL AND PLACED IN OUR INTERNAL FILES.

CERTIFICATION OF ADEQUACY OF SEARCH ON
"NO RECORD" RESPONSES

I, _____, certify that I am employed by the Environmental Protection Agency, _____ division, that I am familiar with the records requested, that I am responsible for conducting the search for responsive records for Request Identification Number EPA-R3-2018-_____, and that I have conducted an "adequate" search for responsive records by searching the below listed location(s) (as applicable):

- 1.
- 2.
- 3.

I further certify that I am aware that a search for responsive records need not be perfect, only adequate and that adequacy is measured or determined by "reasonableness" of the effort of search in light of the specific request. Specifically, I have searched for the documents in all places that it is practical for the documents to be located. After conducting an adequate search for records on behalf of the _____ division, I have located no records responsive to this request or portions thereof.

Dated: _____

Signature of Person Conducting Search

Dated: _____

Signature of Supervisor for Person Conducting

Search

11/27/18

Everything You Ever Wanted to Know about FOIA (Exemptions)

Exemption 1: Specifically authorized to be kept secret in the interest of national defense or foreign policy . . .

Must be properly classified pursuant to Executive Order

Don't expect to use this exemption. Classified information will not be available to staff level personnel at EPA.

Exemption 2: related solely to the internal personnel rules and practices of the Agency

This exemption is used rarely.

Refers to human resources matters such as hiring and firing, work rules and discipline, compensation and benefits.

Do not use this exemption to redact names of EPA or state employees. Names of EPA and state employees should not be redacted from reports, memos, or any other EPA records as they are not exempt from disclosure.

Exemption 3: specifically exempt from disclosure by another statute

An example is § 300i-2 of the Safe Drinking Water Act which specifically exempts vulnerability assessments performed on community water systems.

Exemption 4: trade secrets and commercial or financial information which was obtained from a person and which is privileged or confidential (CBI)

Commercial and financial information such as hourly rates and fees is exempt from disclosure.

May be used to redact the names of EPA contractors (Class Determination I-95); it does not apply to PRP contractors; not all EPA contractors consider their employees' names to be CBI so it may be worthwhile to try to determine status of contractor before redacting large documents; when in doubt, redact names of EPA contractor employees.

Exemption 5: inter-agency or intra-agency communications which would not be available by law to a party other than an agency in litigation with EPA

This includes deliberative process, Attorney Client, and Attorney Work Product.

The privilege is not temporal; if a document is protected by Exemption 5, it does not lose its privileged status due to the passage of time.

Examples include Litigation Reports and Memos to the File by EPA personnel expressing their opinions or giving recommendations.

Some such communications between EPA and states may come within this privilege but it is difficult to overcome the inter-agency/intra-agency threshold.

If we are working in concert with state on matter in which we have identical interests, we may be able to make the argument.

Exemption 6: information in personnel, medical, and similar files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy

We use this exemption to protect information about private residents.

Information protected includes home addresses, phone numbers, social security numbers, private email addresses, health information, etc.

Use a balancing test to determine whether privacy interest outweighs the public's right to know; usually privacy rights will win but there are times when the public's right to know may outweigh the privacy interest.

Do not use Exemption 6 to redact names of EPA or state employees. Names of EPA and state employees should not be redacted from reports, memos, or any other EPA records as they are not exempt from disclosure.

Exemption 7: records or information compiled for law enforcement purposes to the extent that production of the information:

- (A) could reasonably be expected to interfere with enforcement proceedings;
- (B) would deprive a person of the right to a fair trial or an impartial adjudication;
- (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy;
- (D) could reasonably be expected to disclose the identity of a confidential source . . . ;
- (E) would disclose techniques and procedures for law enforcement investigations or prosecutions . . . ;
- (F) could reasonably be expected to endanger the life or physical safety of any individual.

We use Exemption 7(A) and (C) most often.

If we cite Exemption 7(C), we may also cite Exemption 6.

Exemption 7 is temporal; once an enforcement is completed, we may no longer claim this exemption.

If Exemption 7 no longer applies, Exemption 5 can probably be used to protect at least some of the information in the file.

Exemption 8: contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions;

This exemption does not apply to EPA.

Exemption 9: geological and geophysical information and data, including maps concerning wells.

We use this exemption to protect the locations of drinking water supplies.

We don't redact the locations of monitoring wells unless it would identify the location of a private residence.

Do not use this exemption to redact general information regarding the number of residences supplied by a given source, i.e., a total of 300 residences are located within ½ mile of the public water supply.